

# \*\*\*\*\*\*\*\*\*\*\*\* WORKING PLAN \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Francis Howell School District

Technology Plan

Years 2010 - 2013

Approvals / Consent:

District Technology Planning Committee – Consent

District Technology Committee – Consent

Academic Strategic Planning Committee – Consent

Finance & Operations Strategic Planning Committee – Consent

Board of Education – April 1st 2010

Department of Elementary and Secondary Education – May 2010

*District Technology Committee*

# District Technology Plan Committee Membership Disaggregated by Stakeholder Representation

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | | | | **Affiliation** | | | | | **Category** | **TFA** |
| Ray Eernisse, Chair Technology Plan Task Force | | | | Administration | | | | | Administrator, Tech Support | 1,2,3,4,5 |
| Jackie Gizzie | | | | Administration | | | | | Support Staff, Tech Support, Patron | 3,5 |
| Gina Hartman | | | | District | | | | | Teacher, Tech Support | 1,2,4,5 |
| Cathy Fortney | | | | ADA Compliance Officer, SPED | | | | | Support Staff, Patron | 1,2 |
| Marie Haupt | | | | Saeger Middle School | | | | | Teacher | 2,4 |
| Melinda Curless | | | | Independence Elementary | | | | | Support Staff | 2,4,5 |
| Cindy Schaeffer | | | | Francis Howell Central High School | | | | | Teacher | 1,2,4 |
| Susan Lane | | | | Early Childhood – Hackmann | | | | | Administrator | 2,3 |
| Kim Moody | | | | Administration | | | | | Teacher, Counselor | 2,3 |
| Shelley Hoffman | | | | Barnwell Middle School | | | | | Librarian, Patron | 2.3,4 |
| Becky Wegener | | | | Central Elementary | | | | | Teacher | 1,2,4 |
| Nancy Plunk | | | | Early Childhood-Meadows Parkway | | | | | Support Staff | 3,5 |
| Nancy George | | | | CSD, Business Community | | | | | Tech Support, Patron | 1,2,5 |
| Meredith Tims | | | | Lindenwood University | | | | | Lindenwood University | 1,2,3,4,5 |
| Jim Lange | | | | St. Charles Community College | | | | | St. Charles  Community College | 1,2,3,4, 5 |
| Mary Hendricks-Harris | | | | Director of Adult Education | | | | | Administrator | 1,2 |
| **Jill Kelly** | | | | Teacher | | | | |  | 1 |
| V. Todd Bizzell | | | | Teacher | | | | |  | 1 |
| David Blanchard | | | | Teacher | | | | |  | 1 |
| David Doering | | | |  | | | | |  | 1 |
| Sherri Kulpa | | | |  | | | | |  | 1 |
| Travis Bracht | | | | Director of Curriculum | | | | |  | 1 |
| Dixie Connell | | | |  | | | | |  | 2 |
| David Fritz | | | |  | | | | |  | 2 |
| Nick De Nardo | | | |  | | | | |  | 2 |
| Mary Hendricks-Harris | | | |  | | | | |  | 2 |
| Andrea Blanco | | | |  | | | | |  | 2 |
| Steve Gordon | | | |  | | | | |  | 3 |
| Regina Schwartz | | | |  | | | | |  | 3 |
| Eric Lane | | | |  | | | | |  | 3 |
| Ed Nelson | | | |  | | | | |  | 4 |
| Maria Digrispino | | | |  | | | | |  | 4 |
| Cindy Reilmann | | | |  | | | | |  | 4 |
| Nancy Brakeman | | | |  | | | | |  | 5 |
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*Data Collection*

The ability to use many different forms of collected data to draw upon in the creation of the

district technology plan allows for a plan to be aligned correctly with the mission of the district. Below are direct sources used to develop this plan, with supporting sources listed in the Bibliography.

| Data Analyzed | Data Source | Data Origination | Reviewed By |
| --- | --- | --- | --- |
| **Missouri School Improvement**   * District Response to MSIP * Missouri School Improvement Program (MSIP) Review AQ Report * Comprehensive School Improvement Program (CSIP)   **Francis Howell School District Survey**   * Census of Technology * Physical Inventory * Technology Survey   **Francis Howell School District Achievement Data**   * MAP Summary * Terra Nova, Plan & Explorer Summary * Orleans Hanna Summary * Rigby Read Test Score * EOC scores * Study Island * Curriculum Documents * Mastery Manager   **Technology Department Reports**   * MOREnet Utilization * Total Cost of Ownership (TCO) * Network Reliability * Technology Project Management * Technology Budget * Work Order Patterns * WAN & LAN Diagrams   **Francis Howell School District Plans**   * 2006 District Strategic Plan   **Francis Howell School District Policies**   * Board of Education approved AUP policy * Acceptable Use Policy * Phone / Communication Policy * Copyright Policy * Donation Policy * Purchasing Policy and Practices   **T3 Data**   * T3 program evaluation * Observations     **State Resources**   * 2007-2011 State Technology Plan * DESE technology planning website   **Additional Resources**   * Adaptive Survey * A+ Schools report * 8th grade tech assessments 2008, 2009 * NETS-A, NETS-S,NETS-T | Local Assessments  Surveys  Survey  Electronic Inventory System  Standardized Assessments  Surveys  Annual Reports  District Strategic Plans  Polices and regulations  Program evaluation report  ETS annual reports  DESE  Assessment Results  Program evaluation report | District and State  District  National  State  Local  District  Buildings  MoreNet  District  District  District  State  CoSN  District | TFA 1,2,5  TFA 1,4,5  TFA 1  TFA 3,4,5  TFA 1,2  TFA 1,3,4,5  TFA 1,2  TFA 1,2,3,4,5  TFA 1,2,4  TFA 1,2 |

*Evaluation of Plan 2010-2103*

**TFA 1 Student Learning**

|  |  |  |
| --- | --- | --- |
| **Action Plan** | **Result** | **Status** |
| Open labs during school times | Flexible schedules | Per school |
| Increase eMINTS classroom-ms | Have increased the number of classrooms, teachers and students within the T3 program. Currently in its second year of implementation. 72 teachers and classrooms each year vs. 25 in eMints | On-going  Added 75 T3 last year and 72 T3 teachers this year. |
| Student loan program initiated to lend older tech to students |  | Licensing issues and older equipment is over 6 years old |
| Investigate 1 to 1 initiative (maybe pilot 7th and 9th grades) | DTC investigated and determined too costly at this time | Complete. District will not be doing this after considering finances. |
| After hour labs developed |  | No progress; staffing an issue |
| Increase Number of computers in elementary classrooms |  | Ncomputing; Behind state average per student |
| Increase number of mini computer labs in high school classrooms |  | Added one Special Ed and one Fast Math; Behind state average per student |

*Evaluation of Plan 2007-2010*

**TFA 1 Student Learning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Plan** | **Result** | | **Status** |
| Educate students and staff on NETS for students | Have started an awareness initiative by posting the NETS in the labs across the District and educating teachers on the NETS | | On-going |
| Identify or develop NETS student assessment | Assessed 8th grade students in year 2008 and 2009; test has been updated for new standards | | Second year; scores are increasing |
| Develop student materials to increase student technology skills |  | | Some individual schools have started creating materials |
| Integration of NETS into Curriculum | Hired technology curriculum writers to incorporate technology skill activities in curriculum as it is being developed | | On-going |
| Consult with ADA Advisory Committee | | Technology representative is part of the ADA committee. | ADA Chairman is on Technology Committee |
| Identify and increase use of software and hardware to improve student engagement in FHSD curriculum | | Progress has been made using Sharepoint to share lessons plans integrating technology. | On-going – reviewing using blogs and social networks;  Study Island; Rigby Reads |
| Provide professional development to both certified and support staff on integrating technology into literacy for students with disabilities | | The creation of the T3a program is targeted towards special education teachers working with students with disabilities. | T3a is up and running and will be continued |

*Evaluation of Plan 2007-2010*

**TFA 2 Teacher Preparation**

|  |  |  |
| --- | --- | --- |
| **Action Plan** | **Result** | **Status** |
| New teacher orientation technology skills assessment | PD to teach email and Gradebook. | Assessment will be ready for the upcoming school year 2009/10. |
| Incorporate technology into current district professional development initiatives including instructional strategies and Assessment for Learning |  | No real progress; |
| Review and evaluate recommendations of Technology Professional Development Sub committee | Added the ETS to the PDC committee to represent technology. | On-going |
| Utilize ITS/IWS to support district professional development initiatives in the areas of instructional strategies and Assessment for Learning | With the redefinition of the role of the ITS/IWS additional support is available at the building level. | ITS position will be cut for the 2009/2010 school year. IWS will be kept. |
| Identify key components of exemplary technology professional development in benchmark districts. |  | No progress |
| Increase the teacher awareness and incorporation of teacher NETS into classroom. | Posters; Newsletter; teacher awareness of NETS | In progress |
| Identify or develop an evaluation tool to assess teacher technology skill levels |  | Completed Jan 2010 |
| Define the standards of technology skills the district expects. |  | District will use the ISTE NETs for all students, teachers and administrators |
| Promote the sharing of technology rich lesson plans | Using the Sharepoint platform teachers are posting lesson plans on line for others to use. Currently have grade level sites. | On-going |
| Provide additional professional development activities | ITS/IWS job descriptions have been changed to require at least one district training. This increases the number of trainings by 36 per year. Also, ETS have begun an annual TechFest (1/2 day pd session on technology) | Complete and on-going |
| Develop Virtual PLCs that target best practice in the area of student engagement through technology integration | Licensed and implemented a product called ‘YUGMA’ at several levels. It is a web-conferencing tool. | Complete and on-going |
| Develop PGP template to support teachers in documenting their professional growth |  | Waiting for tech skill assessment tool |

*Evaluation of Plan 2007-2010*

**TFA 3 Administration, Data Management and Communication Process**

|  |  |  |
| --- | --- | --- |
| **Action Plan** | **Result** | **Status** |
| Identify more user- friendly teacher web page development tools | Selection committee assembled and a product was chosen. This has been placed on hold due to budgetary reasons. | Solution identified but placed on hold due to budget |
| Gain building administrator commitment for teacher development of websites |  | Since new web solution is on hold this affects this activity |
| Provide variety of training materials and opportunities for website development | A few schools have implemented some training | On-going |
| Increase positive communication to support teacher website development | Classroom communication for those that have websites | On-going |
| Utilize play on demand technology to communicate to various stakeholders | VPop (live and recorded streaming) has been used a number of times to communicate key messages (i.e. levy, bond SSN). Using a vendor (VCC) on a per instance basis | On-going |
| Initiate parent technology nights | Recent Social Network presentation at Saeger | On-going |
| Add functionality to current parent viewer. | New software being implemented | On-going |
| Online payment for parents | Implemented UMB solution for parents to pay online for lunch accounts. Have reviewed the possibility and investigated vendors to extend this to other payment areas. Tested Credit Card at FHN sign up days. | Complete |
| Extend current attendance and grade system to elementary | Not an option under current software platform. Have discussed possibly doing with new SIS. | In progress |
| Student assessment data warehouse | Part of Student Management System. | In progress |
| New Student Management System | Selection committee has been assembled, RFP returned, demos conducted. Still weighing options | Completed |
| Provide ability for students to self monitor their grades and assignments |  | System selected and will be implemented Fall 2010 |

*Evaluation of Plan 2007-2010*

**TFA 4 Resource Distribution and Use**

|  |  |  |
| --- | --- | --- |
| **Action Plan** | **Result** | **Status** |
| Develop matrix of minimum technology in each building to determine needs |  | In progress |
| Centralize purchasing and distribution of all technology | Through the new Finance software all technology purchases are now reviewed and approved by the CIO. We have not centralized the ordering of technology to gain quantity discounts. | On-going |
| Standardize inventory |  | In progress |
| Implement 5 year replacement plan | Plan has been in the working. On hold to due finances. | Completed -Plan developed |
| Utilize UDL framework to establish minimum technology requirements by grade level | UDL committee formed | In progress |
| Implement framework of UDL in identified areas |  | In progress |
| Initiate District PD program for technology integration | T3 was the District’s solution and implemented 2 years ago | Complete |
| Provide student and staff access to their computer documents from home | Implemented a webdav secure server for all users to have access to MyDocs from anywhere | Complete |
| Provide training for teachers on using Active Directory | Many resources have been developed and posted to Intranet | Complete |
| Provide access to teacher resources from outside the district | Teachers have access with the application of the security certificates to the FHSD intranet. | Complete |
| Identify alternative options for non fibered buildings | Have reviewed and met with vendors. No alternative exists at this time | Complete |
|  |  |  |

*Evaluation of Plan 2007-2010*

**TFA 5 Technical Support**

|  |  |  |
| --- | --- | --- |
| **Action Plan** | **Result** | **Status** |
| Obtain approval for MCSE staff position | Hired staff member Sept. 2008 | Complete |
| Identify and propose staffing levels to meet State guidelines. |  | Due to financial situation this is on hold |
| Cross train technicians for better support of technology | Cross training on phones, intercoms, network issues | In progress |
| Update district wide work order system | SharePoint system in place and being tested; implement 2009/2010 school year | Completed |
| Develop alternative training resources including virtual trainings | Many trainings are now done via a pre-recorded video. | On-going |
| Increase role of ITS/IWS/LMS within buildings | Modified job description June 2008; ITS position eliminated July 2009 | Complete |
| Design and implement Disaster Recovery Plan | In process; due to financial situation some aspects on hold | Complete needs testing |
| Design and implement district wide back up strategy | Completed with implementation of the virtualization project | Complete |
| Identify and implement alternative site for redundant mission critical services | John Weldon has been identified and work has been done to provide alternative service. Still needs some additional components | On-going |
|  |  |  |

*Current Technology Focus Area 1*

# TFA 1 – Student Learning

**Objective:**

**Strategy #1**: Through the curriculum revision process, each curriculum will embed at least one activity that incorporates technology skills.  
(CSIP 1,) (MSIP 1.1,)

**Strategy #2:** Integrate the Information, Communications Technology and Media Literacy grade level expectations into K-12 curriculum.  
(CSIP 1,) (MSIP 1.1,)

**Strategy #3**:

**Table 1: Strengths and Weaknesses**

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| * Students have consistently improved the average MAP scores * All building have student computer labs * Every building has access to interactive white boards * All classrooms are wired to the network and internet * All buildings have mobile computer labs with the exception of one middle school * All buildings have a video conference unit * Three high schools have dedicated special education labs * T3 program continues to provide equalization of technology to all buildings * Tech paras in each elementary building to assist in computer labs | * There are few classrooms with dedicated student computers to support differentiated instruction. * Lack of time to develop technology skills * Lack of instructional management * Lack of standardization in computer technology * Lack of keyboard and word processing skills to meet ISTE standards * No consistency of presentation or implementation of integrated technology * Many websites across the District are not ADA compliant |

The following pages contain the action items, progress measurements and evaluation criteria for each Strategy. Evaluation of each goal will be conducted in the manner specified in the section titled ‘Communications, Monitoring and Evaluation: on page 37. Also reference Appendix E.

**ebooks  
keyboarding required in elementary  
embedding technology into curriculum**

# Technology Focus Area 1 – Student Learning

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 1: Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

Objective:

Strategy 1: Through the curriculum revision process, each curriculum will embed at least one activity that incorporates technology skills.  
(CSIP 1,) (MSIP 1.1,) (METSP S1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step / Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Curriculum project teams will embed learning activities that incorporate technology skills. | Begin 2010 | Educational Technology Specialist working in conjunction with content leaders and curriculum project teams. | Throughout the year as curriculum is reviewed by ETS, teachers, content leaders, CAC and ASPC. | Dedicate ETS time to support content leaders and project teams. PD for content leaders and project teams. | Technology and academics. | Monitor progress each time a curriculum is going through the review process. |
| Provide teachers an opportunity to submit technology based learning activities that could be integrated into the curriculum. | Begin 2010 | ETS working in collaboration with teachers and content leaders. | Set up a submission date each quarter. | Dedicated ETS time to support teachers, content leaders and review submissions. | Technology and academics. | Review submissions each quarter. |
| Provide technology based curriculum and assessment support opportunities to students. (i.e. Study Island, ALS, etc.) | 2010 | Technology and Academic Directors | Quarterly | Funds to cover the purchase of these items. | Technology and academics | Monitor progress on a quarterly basis |
| Professional development will support teachers' implementation of new curriculum. | Begin 2010 | ETS, content leaders and project teams | Annual with follow up as needed | Costs associated with providing stipend summer PD or release time for teachers | Technology and academics | Teacher feedback after PD |
| Student performance on assessment items that were instructed by using technology related activities can be analyzed by teams of teachers. | Begin 2010 | Teachers, ETS and content leaders | Each quarter or as assessments are given | Dedicated ETS time to support | Technology and academics | Track student achievement versus expected achievement over time and adjust |
|  |  |  |  |  |  |  |

# Technology Focus Area 1 – Student Learning

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 1: Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

Objective:

Strategy 2: Integrate the Information, Communications Technology and Media Literacy grade level expectations into K-12 curriculum.  
(CSIP 1,) (MSIP 1.1,) (METSP S1, S2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step / Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Identify where these GLEs can be implemented into curricula in grades K-12 and decide if there are other skills (such as social networking) not listed in the GLEs that need to be added. | Begin 2010 | ETS, content leaders and teachers | Quarterly | ETS, content leader and teacher time | Technology and academics | Monitor progress towards end goal each quarter |
| Develop a K-12 scope and sequence for the teaching and learning of technology skills that can be integrated into curriculum. | Begin 2010 | ETS, content leaders and teachers | Quarterly | ETS, content leader and teacher time | Technology and academics | Monitor progress towards end goal each quarter |

*Current Technology Focus Areas*

# TFA 2 – Teacher Preparation and Delivery of Instruction

**Objective**: The Francis Howell School District will utilize data to develop comprehensive professional development aligned to the teacher NETS that enhances their ability to use technology as a teaching tool.

**Strategy #1**: Develop a current reality of teacher competencies as they relate to the NETS.

**Strategy #2:** Use the results of assessments to develop a systematic technology professional development plan throughout the district. (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #3:** Teachers throughout the district will increase the number of lessons that integrate technology.

**Strategy #4:** The district will provide professional development for administrators, teachers and support staff that result in technology proficiency

**Table 2: Strengths and Weaknesses**

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| * A majority of teachers are incorporating technology into the curriculum * Teachers are requesting additional classes and technology training * Newer equipment is allowing teachers to prepare more efficiently * eMINTS 4 All classrooms are being implemented * Instructional Technology Specialists and Instructional Web Specialists at each building * Tech paras in each elementary building to assist in computer labs * Two district instructional technology trainers, one elementary and one secondary. * Electronic gradebook and parent viewer | * No district wide expectation to incorporate technology * Staff training is limited * Lack of instructional management * Building instructional technology specialists are full time teachers so have limited time to fulfill requests * District trainers are overwhelmed with requests * Limited technology PDC opportunities * Lack of district wide standardization * Lack of easy forum for teacher websites |

The following pages contain the action items, progress measurements and evaluation criteria for each Strategy. Evaluation of each goal will be conducted in the manner specified in the section titled ‘Communications, Monitoring and Evaluation: on page 37. Also reference Appendix E.

# Technology Focus Area 2 – Teacher Preparation

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 2: Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.

Objective: The Francis Howell School District will utilize data to develop comprehensive professional development aligned to the teacher NETS that enhances their ability to use technology as a teaching tool.

Strategy 1: Develop a current reality of teacher competencies as they relate to the NETS.

(CSIP 1, 4, 5) (MSIP 6.4, 6.7) (METSP T1)

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| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Adopt/Adapt as appropriate technology standards for teachers (NETS). | 10-1-2010 | Chief Information Officer | 11-1-2010 | None | N/A | BOE approval |
| Educate staff on the adopted standards | 1-1-2011 | ETS via podcasts | 1-31-2011 | None | N/A | Podcast download numbers |
| Assess teachers on the NETS to determine future direction of teacher technology preparation. | 1-1-2013 | Technology Committee | 2-1-2013 | NONE | NONE | Use SImpleK-12 assessment |

# Technology Focus Area 2 – Teacher Preparation

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 2: Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.

Objective: The Francis Howell School District will utilize data to develop comprehensive professional development aligned to the teacher NETS that enhances their ability to use technology as a teaching tool.

Strategy 2: Use the results of assessments to develop a systematic technology professional development plan throughout the district.

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.1, 6.3) (METSP T1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Analyze data from existing district survey | 3-15-2010 | Chief Information Officer and District Technology Committee, ETS | 3-15-2011 | None | N/A | Data Analysis |
| Develop technology professional development plan | 3-31-2011 | Chief Information Officer, District Technology Committee and Director of Adult Learning. ETS | 4-15-2011 | TBD | N/A | Technology PD Plan |
| Embed technology professional development plan into the current district professional development plan | 3-31-2011 | Chief Information Officer and Director of Adult Learning | 4-15-2011 | TBD | N/A | Technology PD Plan |
| Implement professional development | School years 2011-2012 and 2012-2013 | Director of Adult Learning, ETS, Chief Information Officer | 2-1-2013 | TBD | N/A | Technology PD Plan |
| Administer post assessment | Spring 2013 | ETS and Chief Information Officer | 4-1-2013 | None | N/A | Post Assessment Results |
| Evaluate professional development plan | July 12013 | Director of Adult Learning, ETS and Chief Information Officer | 6-1-2013 | None | N/A | PD Plan Evaluation |

# Technology Focus Area 2 – Teacher Preparation

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 2: Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.

Objective: The Francis Howell School District will utilize data to develop comprehensive professional development aligned to the teacher NETS that enhances their ability to use technology as a teaching tool.

Strategy 3: Teachers throughout the district will increase the number of lessons that integrate technology

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.1, 6.3) (METSP T1)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** | |
| Provide Professional Development on how to use and access information from the FHSD Intranet | July(Summer Sampler) and Oct (cycle break) of each year | ITS, ETS | Nov 2010  Nov 2011  Nov 2012 | $18K annually | District | | Meeting agenda, survey results |
| Provide Professional Development on how to effectively use and implement technology in the classroom | Through T3 on-going | ETS | May 2010  May 2011  May 2012 | $300K annually (includes salaries and supplies) | District | | Program documentation, walkthrough and program evaluation report |
| Ensure new curriculum materials are embedded with interactive technology lessons | On-going as curric is revised or developed | Content Leaders and writers | On-going as curric is BOE approved | $10K annually | District | | Technology activities as part of curriculum documents |
| Lesson sharing component will be added to annual Technology Festival. | Oct 2010  Oct 2011  Oct 2012 | ETS | TBD | $2K annually | District | | Part of meeting agenda, number of lessons on Sharepoint |
|  |  |  |  |  |  | |  |
|  |  |  |  |  |  | |  |

# Technology Focus Area 2 – Teacher Preparation

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 2: Recruit, attract, develop, and retain highly qualified staff to carry out the LEA (local educational agency)/District mission, goals, and objectives.

Objective: The Francis Howell School District will utilize data to develop comprehensive professional development aligned to the teacher NETS that enhances their ability to use technology as a teaching tool.

Strategy 4: The district will provide professional development for administrators, teachers and support staff that result in technology proficiency

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.1, 6.3) (METSP T1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Investigate an online learning system to provide online professional development | Sept 2010 | CIO, Director of Adult Learning | Jan 2011 | $25K | District | RFP and report of findings |
| Assess administrators and their level of technology proficiency | Jan 2011 | CIO, Director of Adult Learning | Mar 2011 | NONE | N/A | Survey results |
| District will conduct quarterly technology trainings | 2010  2011  2012 | ITS, ETS and technology staff | TBD | NONE | N/A | Sign-in sheets and list o training dates and topics |
| Develop a mentoring program where past T3 teachers mentor new T3 teachers | Sept 2011 | Director of Adult Learning and ETS | Jan 2012 | TBD | District or DPDC funds | Program description |

*Current Technology Focus Areas*

# TFA 3 – Administration, Data Management and Communication Process

**Objective:**

**Strategy #1**: Develop polices to establish District standards regarding hardware “end of support” issues and the increase usage of mobility devices. (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #2:** To further leverage the web resources already available to establish better communication and interaction between teachers, staff, parents and students. (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #3**: To standardize the hardware and software utilized by teachers, staff and students (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #4:** To establish both short and long term financial plans identifying the necessary resources to fund Technology Strategies for the District

**Table 3: Strengths and Weaknesses**

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| * Dedicated data manager * Intranet * New phone and email system available to all employees * Web site and ENEWS (subscription listserve) system * Technology CIO is one of the four cabinet members * Technology one of the 10 goals of Board of Education * Technology Strategic Committee * E911 implementation * Parent Viewer * Electronic surveys * Net IEP * Visit Tracker | * Lack of standardization * Obsolete student information system * Lack of software inventory * Under utilization of Intranet * No consistency in District expectations of technology * No electronic access for parents to elementary student information * Limited technology policies |

The following pages contain the action items, progress measurements and evaluation criteria for each Strategy. Evaluation of each goal will be conducted in the manner specified in the section titled ‘Communications, Monitoring and Evaluation: on page 37. Also reference Appendix E.

# Technology Focus Area 3 – Administration, Data Management, Communication Process

The following tables list the 2007- 2010 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 3: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities

Objective:

Strategy 1: Develop polices to establish District standards regarding hardware “end of support” issues and the increase usage of mobility devices. (CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.4, 7.5) (METSP A1)

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| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| To establish a district policy/practice requiring hardware to be retired on or before equipment ages to the point that is no longer serviceable | July 2010 | BOE, CIO | Dec 2010  Dec 2011  Dec 2012 | NONE | N/A | Policy, inventory changes, surplus approvals |
| To establish a policy to standardize the purchasing and utilization of mobility devices |  |  |  |  |  |  |
| To improve the student-to-computer ration for the district | 2010  2011  2012 | CIO, technology staff | Each January as part of budget process | 2010-$70K  2011-$25K  2012-$25K | District | Inventory and charts |
|  |  |  |  |  |  |  |

# Technology Focus Area 3 – Administration, Data Management, Communication Process

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 3: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities

Objective:

Strategy 2: To continue to leverage the web resources already available to establish better communication and interaction between teachers, staff, parents and students. (CSIP 1, 2, 3, 4, 5, 6) (MSIP 7.5) (METSP A2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Increase teacher and parent utilization of web resources for communication | July 2010-2013 | Communication Specialist, building admin | Aug 2011  Aug 2012 | $5K | District | Web site usage and electronic tracking reports |
| To enhance the ability for parents to access student information on the web resources and increase awareness of web resources available to parents | Sep 2010 | CIO, System Admin, Communication Specialist | TBD | TBD | TBD |  |
| Review and update the current internet usage policy/regulation 6320 to include current language which covers issues related to technology over the next 3 years | May 2010 | CIO, Policy Committee | Sep 2011  Sep 2012 | NONE | N/A | Policy review and revision |
|  |  |  |  |  |  |  |

# Technology Focus Area 3 – Administration, Data Management, Communication Process

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 3: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities

Objective:

Strategy 3: To identify standards of hardware and software and other technology resources utilized by teachers, staff and students to support the instruction.

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.2, 7.5) (METSP S1 T1 A2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Develop software standards for the district desktop, laptop and server platforms | July 2010 | CIO, Sr. IT manager | Mar 2011  Jan 2012 | NONE | N/A | Standards documentation |
| Develop policies regarding standardization of datacenter backup hardware and software | Sep 2010 | CIO, Sr. Network Engineer | Jan 2011  Sep 2012 | NONE | N/A | Policies developed and communicated |
| Establish district approved web sites for collaboration, research, blogging and instruction | Jul 2010 | CIO, CAO, Director of Student Learning, ETS | Sep 2010 | NONE | N/A | List of approved sites and communication to staff |
|  |  |  |  |  |  |  |

# Technology Focus Area 3 – Administration, Data Management, Communication Process

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 3: Provide and maintain appropriate instructional resources, support services, and functional and safe facilities

Objective:

Strategy 4: To establish both short and long term financial plans identifying the necessary resources to fund Technology Strategies for the District

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.2, 7.5) (METSP A1, A2)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Create a technology fund with dedicated resources | 30-Jun-10 | Dir. Of Finance/CFO | NA | None | N/A | District Budget |
| Ensure the budget for technology is sufficient to obtain the hardware, software, infrastructure, connectivity, and maintenance needed to support all educational programs and administrative services. | 30-Jun-10 | CIO | NA | 3-5M annually | Grants, Property Taxes, State Aid | Classroom standard, District ratios, |
| Ensure TCO (total cost of ownership) that includes acquisition, required connectivity and infrastructure, support personnel and supplies, replacement or updating hardware, required software and peripherals. | 31-Mar-10 | CIO, Director of Finance, CFO | NA | None | N/A | Annual report of TCO |
| Apply for funding through the Universal Service Fund (eRate) each year to obtain and support technology resources. | 30-Jun-10 | CIO, Senior Network Manager | NA | None | N/A | eRate applications, eRate funding levels |
| Continue to seek supplemental funding through available federal, state, local and business grants. | 30-Jun-10 | Senior Network Manager, Business Teachers, Executive Cabinet | DESE | None | N/A | Annual Technology Report of Grant Funding |

*Current Technology Focus Areas*

# TFA 4 – Resource Distribution and Use

**Objective**:

**Strategy #1**: To identify and establish standards for essential hardware, software, infrastructure, and connectivity to support high quality instruction. (CSIP 1, 2, 3, 4, 5, 6)  
**Strategy #2:** Up-to-date technology tools and resources will be readily available to support curriculum Strategies and parent involvement. (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #3**: Develop a technology policy which will ensure district-wide standards including replacement cycle and classroom requirements. (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #4:** Determine the needs to implement distance learning opportunities for students at the elementary, middle and high school levels (i.e. advanced placement or foreign language courses). (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #5:** Develop a matrix of all current technology tools necessary to collect, analyze, and report student progress, information and data.

**Table 4: Strengths and Weaknesses**

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| * All schools have at least one computer lab * Increase of interactive white boards and mobile labs * Most sites have fiber connection on District WAN * District is serviced with 45 Megabit IMA connection to the Internet * All sites have access to TV’s, digital cameras, data projection, scanners and networked printers and copiers * All buildings access video conferencing and Unitedstreaming to enhance learning * All classrooms have phones, voicemail and email * High schools have high tech Industrial Tech labs * All buildings have video conferencing equipment * District hosts Unitedstreaming videos in house | * No planned recurring technology refresh program * Technology is replaced according to greatest need * Teacher websites are not widely used * No standard classroom configuration * Limited accessibility from home * No centralized distribution for consumable supplies * Two buildings without fiber connection * Lack of replacement procedures * Limited funding for video conferencing * Lack of needed technology components in Special Area classroom |

# The following pages contain the action items, progress measurements and evaluation criteria for each Strategy. Evaluation of each goal will be conducted in the manner specified in the section titled ‘Communications, Monitoring and Evaluation: on page 37. Also reference Appendix E.

# Technology Focus Area 4 – Resource Distribution and Use

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 4: Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

Objective:

Strategy 1: Identify and establish standards for essential hardware, software, infrastructure, and connectivity to support high quality instruction

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.4) (METSP R1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Continue to analyze internet connection bandwidth and infrastructure requirements annually and update as required (servers, switches, wireless equipment, security, Internet content filtering, and other system software and resources). | Ongoing | Senior Network Manager, Senior Network Technician | End of each semester – Jan./June | Time/Labor | District | Utilization Reports, Routine Software Maintenance, Internet Filter Reports, Work Order Monitoring |
| Define minimum technology model for classrooms and specialty areas | 30-Jun-10 | Technology Task Force | Sept 2010 | None | N/A | Classroom standards document and plan |
| Conduct a printer versus copier utilization analysis | Fall 2010 | CIO, Building Admin | N/A | NONE | N/A | Usage reports from vendor |
| Provide copiers in each building that can be accessed through the data network for printing and supplement with network printers as needed to maintain sufficient printing capacity. | Annually | Director of Finance | Jan 2011  Jan 2012 | TBD | District lease | Reduced printer inventories and increase of copiers on lease documents |

# Technology Focus Area 4 – Resource Distribution and Use

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 4: Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

Objective:

Strategy 2: Up-to-date technology tools and resources will be readily available to support curriculum objectives and parent involvement (CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.4) (METSP R1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Implement a web-based tool that allows parents to pay for all student fees online | July 2011 | CIO, Director of Finance | Sept 2011  Sept 2012 | $35k | District (possible food service fund) | Actual site |
| Ensure that technology is represented during the curriculum review process | As curric is revised or developed | Content Leaders, Director of Student Learning, (use T3 graduates) | As curric are presented for approval by the BOE | $7500 annually | District | Evidence by curriculum documents |

# Technology Focus Area 4 – Resource Distribution and Use

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 4: Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

Objective:

Strategy 4: Determine the needs to implement distance learning opportunities for students at the elementary, middle and high school levels (i.e. advanced placement or foreign language courses).

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.4, 8.1, 8.2) (METSP R1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Conduct a needs assessment for virtual learning opportunities | Nov 2010 | CAO , Director of Student Learning | Jan 2011 | NONE | N/A | Survey and report of findings |
|  |  |  |  |  |  |  |

# Technology Focus Area 4 – Resource Distribution and Use

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 4: Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

Objective:

Strategy 5: Develop a matrix of all current technology tools necessary to collect, analyze, and report student progress, information and data.

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.4, 8.1, 8.2) (METSP R1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Identify effective web-based programs (Study Island, Mastery Manager, etc.) | Oct 2010 | CIO | Oct 2011  Oct 2012 | NONE | N/A | List of items and communication to staff |
| Identify effective software tools (grading, Microsoft Office versions, etc.) | Oct 2010 | CIO | Oct 2011  Oct 2012 | NONE | N/A | List of items and communication to staff |
| Identify and evaluate the capability of integration of District data management systems (School Information Systems, Nurse, IEP,etc.) | May 2011-2013 | CIO, IS manager, System Admin | TBD | TBD | TBD | TBD |
| Make recommendations to the District Technology Committee for most effective tools | Quarterly | CIO, committee members | Quarterly | NONE | N/A | Minutes from committee meeting |

# Technology Focus Area 4 – Resource Distribution and Use

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each Strategy and activity and reported on the status.

CSIP Goal 4: Promote, facilitate, and enhance parent, student, and community involvement in LEA/District educational programs.

Objective:

Strategy 4: Develop a technology policy which will ensure district-wide standards including replacement cycle and classroom requirements.

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.4, 8.1, 8.2) (METSP R1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Strategy Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Develop a comprehensive lease refurbish plan | July 2010 | CIO, Sr. IT Manager | July 2011  July 2012 | NONE | N/A | Life cycle replacement Plan documents |
| Maintain a four-year computer replacement cycle that ensures systematic and timely deployment of the new computers as well as the relocation of the replaced computers in classrooms for student use | Annually | CIO, Sr. IT Manager, building technicians | July 2011  July 2012 | TBD | District, Business Grant, PTO | Computer age inventories and reports |

*Current Technology Focus Areas*

# TFA 5 – Technical Support

**Objective**:

**Strategy #1**: FHSD will provide leadership and resources to support the district in using 21st century technologies to enhance and engage students in a multi-faceted, non-lingual learning environment.

(CSIP 1, 2, 3, 4, 5, 6)

**Strategy #2:** Identify and train technology staff to adequately support all stakeholders. (CSIP 1, 2, 3, 4, 5, 6)

**Strategy #3**: Provide for business continuity and disaster recovery for technology services. (CSIP 1, 2, 3, 4)

**Table 5: Strengths and Weaknesses**

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| * Highly trained technicians, data processing specialists, and managers have been meeting the demands of the district. * eMINTS district trainers * Electronic work order system versus manual recording * Technology has good response times for most issues | * No crisis recovery procedures. * Lack of professional development for staff * Lack of certain skill sets needed * No emergency procedures |

The following pages contain the action items, progress measurements and evaluation criteria for each Strategy. Evaluation of each goal will be conducted in the manner specified in the section titled ‘Communications, Monitoring and Evaluation: on page 37. Also reference Appendix E.

# 

# Technology Focus Area 5 – Technical Support

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 5: Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

Objective:

Object 1: Provide leadership and resources to support the District in using 21st century technologies to enhance and engage students.(CSIP 1, 2, 3, 4, 5, 6) (MSIP 6.4, 8.1, 8.2) (METSP TS1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Develop a searchable knowledgebase integrated with work order system | Sep 2010 | Sr. IT Manager, building technicians | Quarterly | NONE | N/A | Knowledge base entries increasing |
| Establish a help desk | July 2012 | CIO | Jan 2012 | $30K per year | District | Addition of help desk person |
| Building level real time, need specific classroom and lab support | On-going | CIO, HR | Annually | TBD | District | Addition of building level dedicated staff to instructional technology |
| Improve tech support ratio to match state recommendations for Instructional Technology integration | On-going | CIO, Sr. IT Manager | March Annually | TBD | District | Increase in staffing, staffing proposal approved by BOE |
| Develop online technology skills assessment and training, to support minimum skills and training needs | 2011 | CIO, Director of Adult Learning, Sr. IT Manager | July 2012  July 2013 | TBD | TBD | Evidence of PD and tool |
| Professional Development for Audio |  |  |  |  |  |  |

# Technology Focus Area 5 – Technical Support

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 5: Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

Objective:

Strategy 2: Develop and utilize vendor relationships to support District technologies.

(CSIP 1, 2, 3, 4, 5, 6) (MSIP 8.1, 8.2) (METSP TS1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Decrease dependency on local/desktop printers by 10% per year | 2010  2011  2012 | CIO, Sr. IT manager, Building Admin | Sep 2010  Sep 2011  Sep 2012 | $25K annually | District, PTO | Reduced printer inventories |
| Investigate cloud computing resources | On-going | CIO, Tech management team | Jan 2011  Jan 2012 | TBD | District | Increase in application hosted |
| Professional Development for technicians | Annually | Sr. IT Manager, Director of Adult Learning | Sep 2010  Sep 2011  Sep 2012 | $5K annually | District | Log of PD provided |

# Technology Focus Area 5 – Technical Support

The following tables list the 2010 - 2013 Technology Goals, Strategies, and Activities.

The Committee reviewed each strategy and activity and reported on the status.

CSIP Goal 5: Govern the LEA/District in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

Objective:

Strategy 3: Provide resources to support communication and collaboration. (CSIP 1, 2, 3, 4) (MSIP 8.11) (METSP TS1)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Step/ Activity** | **Time Line** | **Responsible Person** | **Review Dates** | **Est. Cost** | **Funding Source** | **Progress Measurements** |
| Develop district-wide resource usage and calendar utilizing Outlook |  |  |  |  |  |  |
| Update phone system and provide professional development to increase utilization (i.e. Rapid Notification) | July 2010 | CIO, Sr. Network Engineer | N/A | $200K | District (0% financing) | New system, more contacts reached |
| Investigate and provide web conferencing software | Sep 2012 | Sr. IT manager and Director of Adult Learning | Nov 2012 | $30K | District with possible e-rate reimbursement | Software installed and used by staff |
|  |  |  |  |  |  |  |